NOTES
NCLIS CONFERENCE CALL
Wednesday, October 1, 1997
11:30 a.m. - 12:30 p.m.

Commissioners Participating	Jeanne Simon, Chairperson Martha Gould Abe Abramson Walter Anderson Joan Challinor Mary Furlong José-Marie Griffiths Bobby Roberts Winston Tabb Robert Willard
Commissioners Not Participating	LeVar Burton Diane Frankel Frank Lucchino Joel Valdez
Staff and Consultant Participating	Jane Williams, Acting Executive Director F. Woody Horton Barbara Whiteleather

Update on budgets: FY 1997, FY 1998, FY 1999

FY 1997   Jane Williams reported that she and Vivian Terrell, NCLIS Administrative Officer, closed out the 1997 fiscal year by obligating remaining funds for purposes that will put the Commission ahead for FY 1998. Major uses were (1) extending Woody Horton's consultant appointment for the GPO study and creating a contract with him to review and recommend international roles for NCLIS, (2) awarding small cash awards to staff (for the first time in recent history), (3) audit for FY 1997, (4) travel and expenses for NCLIS Search Committee and candidates, (5) payment to FBI to pay for background checks for potential Commissioners, and (6) combining NCLIS appropriated money and unobligated State Department funds to contribute to the Commission's role as an international distinguished partner in IFLA 2001 in Boston.

FY 1998   NCLIS is under a continuing resolution for the first 23 days of October, which means operating on a pro rata basis (at the FY 1997 level). At this point, the Commission's FY 1998 budget is authorized at $1 million.

FY 1999   On September 16, Commissioners were sent the *Fact Sheet* (I.D. #97-51) and the full *budget request* (I.D. #97-52) for FY 1999.

GPO Study

GPO has approved the Statement of Work crafted by Woody Horton for the study, Assessment of Standards for Electronic Government Information Products. Commissioner Willard acknowledged NCLIS' good fortune in being able to hire Dr. Horton, a leader in the information-resource area, for this project. The next step is getting the approval of the Joint Committee on Printing on the work statement. The Department of Education has agreed to let NCLIS ride an existing contract with one of a selection of contractors to save time on procurement.

The Depository Library Council will meet in Clearwater, Florida, October 20-23. Commissioner Willard and Dr. Horton will attend and report on the GPO study.

Commissioner Willard noted two GPO personnel changes: (1) Wayne Kelley, Superintendent of Documents, retired in September and (2) Robert Mansker, former minority JCP staff director, was just named Deputy Public Printer.

Library Statistics Program

NCES has approved a draft Memorandum of Understanding (MOU) to continue the Library Statistics Program for the first quarter of FY 1998. The agreement is as flexible as possible and subject to revision, allowing the new coordinator(s), the NCLIS director, and NCES to plan and proceed based on the results of the assessment. Howard Harris is continuing the assessment and planning project. His report is expected later this month.

John Lorenz's last day as LSP Coordinator was September 30. Ms. Williams informed the Commissioners that NCES expects to be involved in the selection of a new coordinator(s). Chairperson Simon agreed that the two agencies could work together in the selection and hiring.

Commissioner Abramson stated that he was very impressed with the participants and their presentations at the Library and Information Services Policy Forum, September 15-16. As a result of attending and participating in the Forum, he is "more willing to rely on statistics than before."

NCLIS Meetings for FY 1998

The following NCLIS meetings were approved for FY 1998:

Meeting #1
October 28-29, 1997
Washington, DC

Meeting #2
February 12-13, 1998
Little Rock, Arkansas
NCLIS planning meeting

Meeting #3
April 7-8, 1998
Detroit, Michigan
NCLIS meeting in connection with conference of
        Association of College and Research Libraries
[Commissioner Griffiths offered the University of Michigan as host.]

Meeting #4
June 25-26, 1998
Washington, DC
(Prior to American Library Association's Annual Conference)

Meeting #5
No date set
Joint session with National Museum Services Board

Commissioner Furlong suggested that NCLIS consider a meeting in connection with the White House Millennium Program and a meeting in Seattle, home of Microsoft and the Gates Library Foundation.

Commissioner Willard noted that the White House has a Web-site link to the Millennium Program. Winston Tabb offered to invite program director Ellen Lovell to the October NCLIS meeting.

The ALA Midwinter meeting will be January 9-15, 1998, in New Orleans, LA. Commissioners planning to attend or interested in attending are Simon, Abramson, Gould, Tabb and Willard. There will be the usual breakfast meeting with ALA board members.

Conference of International Federation of Library Associations

The 1997 IFLA conference in Copenhagen focused on technology and the impact of technology. There were 141 countries represented with 2,652 registrants (10 percent from the U.S.) -- the largest IFLA ever.

Commissioners attending IFLA will prepare detailed reports to be assembled and distributed to all Members. Commissioner Gould is developing a proposal involving library education, using distance learning.

International Affairs

Commissioner Abramson repeated his suggestion that the NCLIS budget request emphasize to OMB that NCLIS' technical amendments call for international involvement. As such, he thinks funds for international programs and activities should come directly to NCLIS rather than through the State Department. This topic can be an agenda item for the February planning meeting.

It was agreed that the international arena will also be the NCLIS October agenda. Woody Horton, an international expert, will be at the meeting. Mr. Tabb suggested the Commission also consider inviting Leo Voogt, IFLA Secretary General, who will be in Washington at that time.

DRAFT
MINUTES
U.S. NATIONAL COMMISSION ON LIBRARIES
AND INFORMATION SCIENCE

October 28 - 29, 1997
Westin City Center
Washington, DC

Commissioners present	Jeanne Hurley Simon, Chairperson, Martha Gould, Vice Chair, "Abe" Abramson, Joan Challinor (29th only), Diane Frankel (28th only), Josê-Marie Griffiths, Frank Lucchino, Winston Tabb, representing Dr. James Billington (28th only), Joel Valdez, Robert Willard
Commissioners not present	Walter Anderson, LeVar Burton, Mary Furlong, Bobby Roberts
Staff	Jane Williams, Acting Executive Director, Barbara Whiteleather, Recording Secretary
NCLIS consultants	Howard Harris F. Woody Horton
Guests/observers	Beth Bingham, Baton Rouge, LA, Sara Jane Cate, Liaison, White House Conference on Library and Information Services Taskforce, Don Cate, Harrisburg, PA, Mary Costabile, American Library Association (ALA), Rebecca Danvers, Institute of Museum and Library Services (IMLS), Blane Dessy, Liaison, National Library of Education, Department of Education, Alan Inouye, National Research Council, Robert Klassen, Library Programs, IMLS, Andrew Magpantay, ALA, Peyton Neal, Liaison, Information Industry Association, Ann Molod of CT (Commissioner Gould's sister), Tom Sloan, State Library of Delaware

Opening Comments

Chairperson Jeanne Hurley Simon called the meeting to order at 9:15 a.m.

On behalf of the Commission, Chairperson Simon thanked Jane Williams for serving as Acting Executive Director, stating, "Jane kept the Commission going and kept it going well".

Chairperson Simon noted that Richard "Dick" Akeroyd, former NCLIS Liaison for COSLA (Chief Officers of State Library Agencies) and Connecticut State Librarian, will become the Director of Library Programs at the Gates Library Foundation, Redmond, Washington, beginning December 1. "So, we have a friend at the Gates Library Foundation," Chairperson Simon stated. At the Chairperson's suggestion, staff will prepare a letter of congratulations to Mr. Akeroyd.

Chairperson's Report

Chairperson Simon expressed her pleasure in returning to the academic life and to continuing work as adjunct professor at Southern Illinois University (SIU), Carbondale. She will be one of seven featured speakers at a SIU Symposium on Information Issues, April 23-25, 1998, addressing "Copyright in an Educational Environment." Additional information is available upon request.

Realizing that academic libraries play a major role, Chairperson Simon recently met with the "Big Twelve" Academic Librarians = Oklahoma, Colorado, Kansas, Missouri, Nebraska (also known as the "Big Fly-Over"). Because of their interest in the work of NCLIS, they have invited the Commission to meet at the Linda Hall Library (a private library) in Kansas City, Missouri.

In November, Chairperson Simon will speak at an international education program in Barcelona, along with John Brademas, author of NCLIS' enabling legislation and former president of New York University.

Extensive conversations continue with the Department of Education's Office of the General Counsel, the White House, and Office of Personnel Management regarding internal personnel matters.

At the Chairperson's request, the following phrase will be used to describe a unanimous vote: "The motion carried unanimously."

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Approval of NCLIS Agenda

MOTION

It was moved by Martha Gould, seconded by Robert Willard, that the draft agenda be approved as submitted.

The motion carried unanimsously.

Approval of NCLIS Minutes

MOTION

It was moved by Martha Gould, seconded by Abe Abramson, that the draft minutes of the NCLIS meeting, May 7 and 9, 1997, be approved as submitted.

The motion carried unanimously.

NCLIS-GPO Assessment of Electronic Government Information

Commissioner Willard and consultant F. Woody Horton presented background information, a status report, and proposed next steps for the *NCLIS-GPO Assessment of Electornic Government Information Products*. Mr. Horton came out of retirement to head this study. He is the former staff director of the Commission on Federal Paperwork, former chair of the Federal Information Locator System (FILS) Task Force, and first FILS chair.

The draft Statement of Work (SOW) prepared for incorporation into an appropriate procurement instrument was distributed (Attachment I). Both the task proposal and cost proposal submitted by the contractor in response to the request for proposal will be approved by the Deparrtment of Education, NCLIS, GPO officials, and selected study observers. Commissioner Willard reported that, as a result of several meetings, Eric Peterson, Staff Director, Joint Committee on Printing, now realizes that the range of information is far broader than originally thought. "We are fairly confident that this SOW is the last step toward getting the actual work done," Commissioner Willard stated.

Commissioner Willard outlined the stages of the study: Stage 1 -- consists of two components (framework and draft Statement of Work) for developing the survey instrument; Stage 2 -- conducting the study among federal agencies (performed by independent contractor); and Stage 3 -- evaluating the information gathered and

answering the study framework questions, projected to be completed by the end of 1998. Included in the NCLIS meeting notebook, Tab D-2, was a draft copy of a memorandum from Sally Katzen, Administrator for the Office of Information and Regulatory Affairs at the Office of Management and Budget, to Agency Chief Information Officers requesting agencies to collaborate with the survey (Stage 2).

With the Chairperson's permission, Peyton Neal, Liaison, Information Industry Association, suggested that the Commissioners revisit the 1982 report to the NCLIS, Public Sector/Private Sector Interaction in Providing Information Services, from the Public Sector/Private Sector Task Force. Mr. Neal stated that the private sector plays an important role -- not only in being an additional source of government information -- but in an increasing number of ways, situations, and examples. "We are a partner with the federal government (all three branches) in helping them meet the people's obligation to have free access to, and dissemination of, federal information, products, and services," he said.

Mr. Neal also expressed his desire that during this study, the private sector have an opportunity to provide technological expertise to see that decisions are realistic for the future based on how the private industry views the whole realm of the government information sector. Commissioner Willard pointed out that Stage 2, conduct of study among the federal agencies, will focus on many of the private sector's questions and concerns.

Commissioner Abramson expressed his desire for definite timelines for the study and for scheduled verbal progress reports. Members of the NCLIS Committee on the *Assessment of Electronic Government Information Products* are Robert Willard, chair, Abe Abramson, Joan Challinor, Martha Gould, José-Marie Griffiths, and Winston Tabb. Chairperson Simon thanked Commissioner Willard for his work as committee chair.

For the record, Mr. Horton thanked the NCLIS staff for their assistance and hospitality in furtherance of his work.

1997 Study of Public Libraries and the Internet

Chairperson Simon introduced Andrew Magpantay, Office of Information Technology Policy, American Library Association (ALA), to report on the *1997 National Survey of Public Libraries and the Internet*, a survey sponsored by ALA in cooperation with NCLIS. A pre-publication copy of the summary results was included in the NCLSI meeting notebook, Tab E.

In addition to ALA's comprehensive report, NCLIS plans to issue an longitudinal analysis. All three reports will be on the Worldwide Web as soon as possible, and printed copies will be made available, depending on interest. A joint NCLIS/ALA press release is planned for early November.

Commissioner Willard questioned why the percentage of public libraries connected to the Internet from taken from the 1996 survey rather than from the 1995 survey. He also requested that reference to the previous NCLIS surveys be included in the published material.

Suggestions for future survey issues included:

(1) 'adequacy' issues (i.e., Is adequate staff training being provided? Is this from the technical point of view or the user's point of view? Are there an adequate number of terminals?).

(2) filtered and unfiltered terminals (i.e., Are libraries incorporating filtering systems? Are segregated areas provided for the filtering systems? Who should have access to what? How do we fund it?).

(3) disconnection due to costs.

(4) libraries currently connected with no plans for expansion because of   costs and/or staff training.

(5) implication of web-tv.

(6) percentage of libraries who have no current plan to ever connect to the
   Internet.

Jane Williams suggested that many of the these important issues will surface while reorienting and refocusing the Library Statistics Program. Opportunities exist for commitment to a long-term research agenda in cooperation with other agencies.

Mr. Magpantay noted that the survey lists the top five factors affecting public library involvement with the Internet: (1) telecommunications fees, (2) availability of state/federal funds, (3) hardware costs, (4) digital copyright fees, and (5) availability of in-house computer expertise. Mr. Magpantay speculated that these will be factors in the sustainability of these services, as well.

Commissioner Abramson suggested that the report mention the Gates Library Foundation as an additional source of "How ALA is Helping to Bring Access to the Information Superhighway to All Americans."

Mr. Magpantay stated, "The library field appreciates the work and experience NCLIS has provided over the past three years to the Internet surveys. NCLIS has established a very important tool, and we, as a community, need to develop a brainstorming agenda to find ways to sponsor annual surveys. We need better information, and we need it quickly to educate the policy makers."

<u>Universal Access</u>

Mr. Magpantay presented a brief update on universal access activities. Within the last couple of months, primary work has been in establishing two corporations: the Schools and Libraries Corporation (SLC) and the Universal Service Administration Corporation (USAC). The SLC board will expedite the availability of discount applications forms, currently being reviewed by Federal Communications Commission (FCC). The SLC and USAC boards include one library representative and three school representatives.

Kathleen Ouye, City Librarian at the San Mateo, CA, Public Library, has been elected chair of the SLC Board. Ira Fishman, formerly with the law firm Patton Boggs in Washington, DC, has has been appointed Chief Executive Officer.

The USAC will collect and disburse universal service funds. This corporation, along with the SLC and the Rural Health Care Corporation, will receive applications and commit funds under the universal service provisions for libraries, schools and rural health care providers.

Mr. Magpantay stated that ALA argued for discounts for libraries based on population service areas and levels of poverty. However, FCC has determined that library discounts will be based on the Department of Education's eligibility for the school lunch program within a district. It was mentioned that the Gates Library Foundation will release its first grant guidelines for U.S. public libraries to help provide public access to computers and the Internet across the country. For the first year, the Foundation has targeted libraries in the neediest states and communities, using U.S. Census statistics and a study conducted by ALA on public libraries and poverty to establish the eligibility guidelines.

Chairperson Simon asked, "How can NCLIS support ALA in keeping this service alive?" Mr. Magpantay responded, "NCLIS is the most powerful representative to the people and can make a very strong argument. When speaking to policy makers, local service commissioners, local representatives of the telephone companies, members of the press, etc., emphasize the importance of telecommunications and federal support for libraries in order for them to bring access to their communities for the people they serve. Without that support, a large segment of the population will be disenfranchised. This is an important message that needs to be pounded in."

Chairperson Simon thanked Mr. Magpantay for his very informative report.

Title 44

Jane Williams stated that it is important to consider reform of Title 44, U.S. CODE: Public Printing and Documents, and changes in GPO. Title 44 reform has been touted as the priority for the Joint Committee on Printing and NCLIS staff has commented on unintroduced discussion drafts in the past. However, momentum to support legislation is eroding. Commissioner Willard added that Eric Peterson expressed his disappointment in not having a bill to introduce. Mr. Peterson is projecting, however, that the legislation will be on the President's desk by February 1998. Staff will keep Commissioners posted on this topic.

Ms. Williams reported that Public Printer Michael DiMario has named Francis J. Buckley, Shaker Heights, Ohio, as the new Superintendent of Documents, replacing Wayne Kelley who recently retired. Robert Mansker is now the Deputy Public Printer.

GILS

Ms. Williams presented a brief update on the Government Information Locator System (GILS). GILS, although flawed, is a step forward toward a virtual catalog for U.S. government information. This summer, a major evaluation of GILS, a two-year old mandated program, was performed by Charles McClure and William Moen. An executive summary of the study, *An Evaluation of the Federal Government's Implementation of the Government Information Locator Service*, was sent to all Commissioners as Information Document #97-37.

Since the Bulletin under which the GILS was mandated expires December 1997, individual organizations are meeting to develop recommendations for changes to OMB. This is an area for Commission consideration. Mr. Tabb advised, "This is a cautionary tale of what ought not to happen as we proceed with Title 44; a good example of what it is like when the government acts abruptly to decentralize without direction, clear indication of results, or funding."

Copyright

The Conference on Fair Use published a 300+ page final report officially directed to the Commissioner, Patent and Trademark Office. This report is on the Web site of the Patent and Trademark Office (www.uspto.gov). The group's steering committee will meet in December to hear status reports from the Digital Images Working Group and the Distance Learning Working Group.

The Legislative Reference Divsion, OMB, has requested NCLIS comments on H.R. 2652, Collections of Information Antipiracy, by November 6. A copy of the draft bill was in the NCLIS meeting notebook under Tab C, "Legislative Report."

Commissioners wishing to respond should provide comments to Jane Williams by November 4, 1997.

Commissioner Willard cautioned that this is a very complicated area and that it would be precipitous for the Commission to take a substantive position other than one in concert with Mary Beth Peters, Copyright Office, Library of Congress.

Alan Inouye, Computer Science and Telecommunications Board, National Research Council (NRC), offered to provide Commissioners with an NRC prospectus entitled, "Intellectual Property Rights and the Emerging Information Infrastructure." Commission input and/or comments are requested. The project is fully funded and calls for NRC to assess issues and derive research topics and policy recommendations related to: (1) the nature, evolution, and use of the Internet, federal networks, and other interconnected networks, and (2) the generation, distribution, and protection of content accessed via networks. NRC is now constituting the project committee.

Library Services and Technology Act

Office of Library Services

Mr. Robert Klassen, Director, Office of Library Services (OLS), reported that the 'marriage' between the Institute of Museum Services (IMS) and the Office of Library Programs (formerly under the U.S. Department of Education) is going well.

Under the new Library Services and Technology Act (LSTA), Mr. Klassen presented a brief state program report. In FY 1997, there were 108 state awards, at $126.3 million, made to support local projects designed to extend and make public libraries more accessible to the public, to strengthen the state library agency, and to improve access to library resources through effective use of technology. In addition, 25 state awards were made to help local communities to construct or remodel facilities and use enhanced technologies to improve public library services. Under Congressional mandate, the remaining $20.1 million in the state appropriation account for the Public Library Construction and Technology Enhancement Program still available on August 1 will be available with no limiting timelines at IMLS until the funds are depleted.

At this point, it appears the appropriation amount for launching the new LSTA in FY 1998 will be between $124.8 million (Senate side) and $129.9 million (House side). FY 1998 will be a transitional year for the states to take the opportunity to set priorities that will guide them over the next five years.

Reporting on FY 1997 Discretionary Programs, Mr. Klassen stated that $10,077,000 was distributed (see See Tab G-3 for distribution listing). The new LSTA allocates 4% of the appropriation amounts for support of National Leadership Grants and 1-1/2% for Library Services for Indian Tribes.

Office of Research and Technology

Ms. Rebecca Danvers, Director, Office of Research and Technology, stated that in its 'start-up mode' the office has responsibility for working with the IMLS Director to establish specific priorities for the agency's research agenda and technology activities. At present, Ms. Danvers is the sole employee of the Office of Research and Technology, but additional staffing is underway. "I envision the work of this office as one of cooperation, coordination, and collaboration, both internally and externally with other agencies, library and museum community representatives, and the National Commission," she stated.

Ms. Danvers highlighted the office's research assumptions (outlined in Tab G-4, NCLIS meeting notebook):

- Contribute to the national knowledge base in museum and library practice.
- Identifying and disseminating promising practices within the library and museum communities.
- Implementing the Government Performance and Results Act of 1993.
- Evaluation of IMLS programs.

On the technology side the assumptions are:

- Coordinate and enhance agency operations.
- Promote advanced technology in providing museum and library services to the public.

Institute of Museum and Library Services

Commissioner Frankel reported that she atttended the October 1-4 Mountain Plans Museum Association meeting in Missoula, Montana, along with Commissioner Abramson.

Referring to the IMLS Strategic Plan, FY 1997-2002, Commissioner Frankel outlined the three goals that unify the legislatively designated mission and purpose of both the Office of Library Services and the Office of Museum Services:

(1)   IMLS will consistently promjote excellence in museum and library services.

(2)   IMLS will consistently promote access to museum and library services for a diverse public.

(3)   IMLS will consistently provide high quality of service and effeciency of operations.

The strategic plan (Tab G-1, NCLIS meeting notebook), driven by the Government Performance and Results Act, includes objectives, strategies, and performance indicators for achieving each of the three stated goals.

IMLS is recruiting for several positions, including Deputy Director, Office of Library Services, Deputy Director, Office of Museum Services, Director of Discretionary Programs, and 3 Library Program Specialists and 2 Program Assistants in the Office of Library Services. IMLS is also seeking 2 full-time graduate students in the field of library sciences ($20,908 - $25,897). Commissioner Frankel requested Commissioner Griffiths' assistance in recruiting student trainees.

Referring to the draft 1998 National Leadership Grants Application Guidelines, Commissioner Frankel reported the four areas in which the comments were directed: (1) Definition of eligible applicants; (2) Priorities for National Leadership Grants; (3) Evaluation criteria; and (4) Qualification of reviewers.

Ms. Frankel described the following IMLS decisions:

Qualification of reviewers: The best professionals in the field suggested by their peers will be the people who sit on the appropriate panel. If it is an all-library project, library people would sit on the panel. If it is a library and museum project, then library and museum people would sit on the panel. If expertise in technology or other areas is needed, those people will be invited to sit on the panel. The list of reviewers will be available, but not a list of specific reviewers on specific panels.

Priorities for National Leadership Grants: In determining the best interest of the museum and library services community, the ratio for funding distribution is as follows: 25 percent for cooperation between libraries and museums; 75 percent for education and training, research and demonstration, and preservation or digitization. Although, at the May 1997 joint board meeting, NMSB and NCLIS advised 50 percent ratio, Ms. Frankel determined that the 25:75 split would best serve the museum and library communities. "The goal was to incorporate the spirit of the law and to respect the past," Commissioner Frankel stated.

Evaluation criteria: For FY 1998, all eligible projects will be evaluated on the basis of the following criteria: national impact, adaptability, design, management plan, budget, personnel, evaluation, dissemination and contributions. Projects using emerging technology will also be evaluated by the following additional criteria: technical knowledge and sustainability.

Definition of eligible applications: It is IMLS' position that the following libraries and library consortia, as well as those specifically named in the law, are eligible for National Leadership Grants support: special libraries, archives, private libraries, library consortia,

private-not-for-profit, and libraries within larger organizations. Private-for-profit libraries are not eligible for support.

The following eligibility questions were raised:

- Are consortia with for-profit libraries as members eligible for support? (Commissioner Griffiths)
- Is a for-profit organization with a not-for-profit subsidiary running the library eligible for support? (Commissioner Willard)
- Is a White House Historical Society eligible? (Commissioner Abramson)

The Chairperson thanked Mr. Klassen, Ms. Danvers, and Commissioner Frankel for their very informative and 'up-beat' reports.

Library Statistics Program

In consultation with the Chairperson, Jane Williams, Acting Executive Director, suggested the need for an assessment of the Library Statistics Program (using unobligated NCES funds from FY 1997) based on the following circumstances: (1) 1997 is the ten-year anniversary of LSP, (2) The LSP Coordinator retired September 30, 1997, (3) The May 1, 1997, departure of the NCLIS Executive Director, and (4) NCES has entered into a 'broad-scale' agreement with Westat, an outside contractor, for expanded technical and logictical support. Presently, a routine Memorandum of Understanding exists between NCES and NCLIS for the first quarter of FY 1998, October 1-December 31, 1997.

Howard Harris, the NCLIS consultant hired to conduct the assessment, distributed copies of his draft report, "Assessment of and Planning for NCLIS Role in Library Statistics Program." The 22-page study addresses background, methodology, roles of NCES and NCLIS, present situation, LSP significance for NCLIS, overall assessment, directions for NCLIS-LSP, LSP coordination, operational matters, improved data and data use, institutionalizing surveys and research component, looking ahead and aside, filtering priorities for investigation, and proposed types and sources of program investment. (Attachment II).

In the overall assessment, Mr. Harris concludes: <u>The Library Statistics Program is a vital, valuable, and valued program for NCLIS which is now ready for enhancement and investment by NCLIS</u>. As such, the study proposes a total estimated budget for NCES consideration of $220,000 for salaries, travel budget, state and local training programs, technical assistance, equipment and supplies, and NCLIS overhead. NCLIS' proposed consideration is $190,000 for special surveys and research, awards for exemplary administrative and research uses of data, meetings of interagency library group, and meetings of citizen/expert advisory group. Contributing funds would make NCLIS a player in the Library Statistics Program. "This is a wonderful opportunity for

NCLIS and NCES to leverage dollars, and it comes at a moment in time. In this way, NCLIS is not looking for a handout. Rather, NCLIS becomes a partner. Matching funds can be a powerful tool," Mr. Harris suggested.

On behalf of the Chief Officers of State Library Agencies, Tom Sloan, Delaware State Librarian, urged that the consultant's report be discussed with the appropriate NCES representatives as soon as possible. Expressing his opinion, Mr. Sloan stated that NCES is now deciding on its future involvement with LSP and, "timing is everything". Mr. Harris agreed and offered his assistance in meeting with NCLIS and NCES principals.

The Commission expressed its appreciation to Mr. Harris for his informative assessment of the Library Statistics Program.

WHCLIST

At the Chairperson's request, Sara Jane Cate, Chair, White House Conference on Library and Information Services Taskforce (WHCLIST) read a brief WHCLIST report. Copies of the text were distributed. (Attachment III).

The meeting was adjourned at 4:20 p.m.

Wednesday, October 29, 1997

The Chairperson called the meeting to order at 9:00 a.m.

Tribute to Commissioner Sudduth

In loving memory of Commissioner Gary Neil Sudduth who passed away on July 28, 1997, a Commission photograph will be signed and given to Mrs. Emma Sudduth, along with a tribute stating, in part, "We, the Members of the U.S. National Commission on Libraries and Information Science, pledge to carry on the good work of Gary Neil Sudduth in striving to make a marked difference in library and information services for all the people of this Nation, of all heritages and stations." A copy of the tribute was inlcuded in the NCLIS meeting notebook, Tab K-1.

Commissioner Lucchino fondly remembered Commissioner Sudduth as a wonderful friend, sharing his memories of good times together and recalling Commissioner Sudduth's amazing warmth and compassion for everyone he came in contact with.

MOTION

It was moved by Martha Gould, seconded by Joel Valdez, to approve "A Tribute to Gary Neil Sudduth" as presented.

The motion carried unanimously.

Resolution Honoring John Lorenz

Chairperson Simon presented a *Resolution Honoring John G. Lorenz*, who retired at Coordinator, Library Statistics Program, on September 30, 1997. The Resolution read, in part, ". . . We will genuinely miss John's intelligence, guidance, presence, and his wonderful sense of good humor, great smile and hearty laughter. We, hereby, second our friend and colleague on his way with standing applause and ever-lasting best wishes."

MOTION

It was moved by Robert Willard, seconded by Martha Gould, to approve the *Resolution Honoring John G. Lorenz* as presented.

The motion carried unanimously.

IFLA

Vice Chair Gould reported on the 1997 IFLA Conference. Other Commission representatives were Abe Abramson, Mary Furlong, José-Marie Griffiths, and Winston Tabb (representing the Library of Congress). During IFLA, Commissioner Gould observed that there is a mad rush toward technology when a good part of the world is without telephones. She found IFLA very academically oriented and very formal and suggested the need for better opportunities for networking, interaction, and discussion. NCLIS could play a definite role in this area, perhaps by sponsoring or presenting programs that address basic library education needs in a format that allows for interaction and discussion.

IFLA reports prepared by Vice Chair Gould and Commissioner Griffiths were included in the NCLIS meeting notebook, Tabs E-1 and E-2. Commissioner Griffiths agreed that much of the content of IFLA focused on information technology and on the library use of technology. Commissioner Griffiths sees several opportunities for NCLIS at future IFLA conferences: (1) Use NCLIS as a venue to create multinational interactions through individual effot to meet with others and through sponsorship of small discussion forums; (2) NCLIS can provide/offer a forum for those librarians for whom even some of the basic information technologies are a distant possibility; (3) NCLIS

participation to ensure that the user perspectiive is actually represented in discussions; and (4) NCLIS' strong involvement in statistical progams.

Commissioner Gould's report included a draft proposal for a one-day Library Advocacy Workshop on Using Satellite Technology to Provide via Distance Learning in Botswana, South Africa and Zimbabwe.

Speaking from experience after attending IFLA for ten years, Mr. Tabb stated that there has been a great effort to make IFLA much less formal and to increase participation from all kinds of libraries, across all levels. He noted that this year's conference was attended by librarians from 140 countries, with 137 individuals attending by full scholarship. "The problem is that IFLA is the kind of organization where impact comes only from long-term commitment. It is not a place where a person can attend one time and hope to be involved," he cautioned.

Commissioner Abramson offered to send his IFLA report to the NCLIS staff office for distribution.

NCLIS-GPO Assessment of Electronic Government Information

Mr. Woody Horton reported that the Statement of Work for the *NCLIS-GPO Assessment of Electronic Government Information* was approved by the Superintendent of Documents and the Public Printer on October 28, 1997. Final approval from the Joint Committee on Printing is expected within two weeks.

NCLIS Roles in International Affairs

Mr. Woody Horton referred to Tab H-2 of the NCLIS meeting notebook, *Statement of Work, Review and Recommendations regarding NCLIS Roles in International Affairs*. The draft proposal calls for:

- Expert assistance to review the current status of U.S. participation in international activities related to libraries and information services,
- Assessing the nature and quality of the Commission's involvement in past and present activities; and
- Recommending a strategy and plan of action for future participation,   including selected specific activities and projects.

The key tasks, to be completed within 28 weeks after award, include:

1. Performing a literature search, interview Commissioners and solicit the expert opinions of academics and other library and information professions;

2. Preparing a meeting prospectus for the Commission's sponsorship of a working meeting of U.S. participants involved in international library and information programs and activities; and

3. Preparing a baseline inventory profiling the key programs, projects, periodic meetings and other activities involving U/S. participation in international library and information service forums.

A proposed record format for the NCLIS data base was included in the NCLIS meeting notebook, Tab H-3.

MOTION

It was moved by Robert Willard, seconded by Martha Gould, to proceed with the review of NCLIS roles in international affairs and to establish a baseline inventory, using year-end FY 1997 funds for this survey.

The motion carried unanimously.

Commissioner Gould suggested postponing the proposed Workshop on Library Advocacy until the baseline inventory is completed.

The White House Millennium Program

Ms. Ellen Lovell, White House Millennium Program, described the White House's initiative to mark the end of the 20th century and the beginning of the new millennium.

Ms. Lovell stated that the White House is preparing for the new century by "honoring the past and imagining the future." The Millennium Program will focus on American culture, scholarship and scientific exploration, "providing the nation with opportunities to learn our history, preserve our cultural heritage, and give permanent gifts to the future".

Among others, these programs will include:

-- White House Lecture Series (co-sponsored by the White House and the National Endowment for the Humanities, the series will feature prominent men and women who can provoke thinking about past and future).

-- American Cultural Showcase (hosted by the White House, the Showcase will spotlight the finest artists and their talents).

--   Internet Goal (connect every classroom and library in America to the Internet by the year 2000).

--   Millennium Minutes (the National Endowment for the Humanities will sponsor national television spots that highlight 1000 years of important events, people and achievements).

--   National Digital Library (the Library of Congress is putting part of its collection online for students, teachers and citizens).

--   Festival of American Folklife (the Smithsonian Institution will expand its Folklife Festival in 2000, involving 200 children from around the world).

--   2000 Problem Solution (the federal government is taking steps to prevent any interrupting in government services that rely on the proper functioning of federal computer systems).

--   Worthy Ancestors Program (the President's Committee on the Arts and the Humanities will bring together comemrcial, creative and non-profit sectors to save significant cultural material from folk, popular and classical traditions).

--   National Archives Preservation Project (The National Archives has proposed a three-year preservation project to ensure that precious American documents, such as the Declaration of Independence, Constitution and Bill of Rights, survive into the next millennium).

The year 2000 also corresponds with the 200th anniversary of the Library of Congress. Ms. Lovell stated, "I view libraries as one of the major forces in our life. I cannot imagine how a society could honor the past or imagine the future without libraries or without free and open access to information. The White House Millennium Program is for the entire nation. How can we ensure that this is truly a national and grassroots effort? How can we involve people at the local level? Because America is connected through the library, the National Commission has a very major role to play. Let us think together about how we can use this time to gain historical awareness."

Commissioner Lucchino suggested the Commission's assistance in several areas: (1) Internet Goal (connect every classroom and library in America to the Internet by the year 2000), (2) White House Lecture Series, and (3) Designation of Millennium Communities (as they relate to libraries). Ms. Lovell stated, "These are wonderful ideas. I invite your help in developing the criteria for Millennium Communities and in achieving the goal of wiring all schools and libraries."

Information on the White House Millennium Program can be found on the Internet: www.whitehouse.gov>

Chairperson Simon thanked Ms. Lovell for the informative, enthusiastic, and interesting report.

Celebrations of 2000, 2001

Other planned millennial celebrations include:

- *The Library of Congress Bicentennial.* The Library of Congress will be 200 years old in 2000. The bicentennial celebration will include and involve libraries across the country. The Center for the Book is coordinating plans and activities.

Mr. Tabb highlighted the goals of the Bicentennial celebration: (1) heighten the Library's visibility with the American public and foster a new appreciation of the vital role the Library plays in supporting American democracy, creativity, and culture, (2) illustrate and celebrate the Library's mission, (3) increase awareness and use of the Library's incomparable resources as the nation approaches the millennium, and (4) broaden the base of the Library's support throughout the nation and strengthen support for the Library and its programs.

One major exhibition will be *A Virtual Tour of the Thomas Jefferson Building,* with photographs and moving panoramas of the splendid public spaces and other rooms of the historic building. LC is seeking congressional authorization to establish a national Library of Congress Bicentennial Advisory Board and to issue a Library of Congress Bicentennial coin series and U.S. Postal stamp.

Mr. Tabb reported that the Bicentennial projects will be privately funded with substantial support from the Janes Madison Council.

- *A Nation Connected @ the Library.* An NCLIS-endorsed project initiated by the American Library Association, the Chief Officers of State Library Agencies, the Association of Research Libraries, the Coalition for Networked Information, and the Library of Congress. The project will link significant digitized national and local sources for the study of American history.

Mr. Tabb announced that tentative plans call for LC to kick off off this project with an appearance by the President. The event will build for three years through the year 2000 and culminate with a collection that literally represents **A Nation Connected @ the Library.** All the collections assembled for this event will represent every state and territory and as many Congressional districts as possible. The event will also highlight the role of libraries in providing community and historical resources, teaching navigational skills, and using expertise to organize electronic material.

- *Millennium Initiatives of the Institute of Museum and Library Services.* In honor of the Millennium, IMLS will explore gifts to the future, museums for the millennium, the 21st century learner, and A Nation Connected @ the Library. For additional information, see NCLIS meeting notebook, Tab -I-2.

NCLIS Millennial Committee

Chairperson Simon established an NCLIS Planning Committee on the Millennial. Members of the Committee are: Frank Lucchino, chair, Joan Challinor, Josê-Marie Griffiths. Volunteers are requested.

As committee chair, Commissioner Lucchino suggested a narrow focus in concert with the studies on connecting libraries to the Internet. "It would be wonderful if the President could state that he has definitive proof that every library is connected to the Internet," he said. The Commission agreed to Commissioner Lucchino's approach and focus.

NCLIS Audit

Jane Williams reported that the Commission is adhering to the federal acquisition regulations for travel, meetings and other items, as recommended in the FY 1996 report by Deloitte & Touche. Copies of the audit were sent to all Commissioners.

FY 1997 funds have been obligated for a FY 1997 audit, tentatively scheduled to begin January 1998.

Salary for Commissioners

Based on a survey conducted of 16 small federal agencies and Presidential Commissions, Jane Williams proposed that Commission salary be increased from $225.00 to $398.00 per day (equivalent to Senior Executive Service I, previously cited as GS-18). Such increase would bring Commission salaries in parity with other commissioins and reflect the value of the work performed. Chairperson Simon concurred with the proposal, effective January 1, 1998.

Audit of Information Systems

Jane Williams proposed that by the spring of 1998 an expert be employed to:

- assess NCLIS' current information systems, methods and holdings,

- interview Commissioners and staff to understand what they want or need, and
- recommend changes in sytems, methods and holdings.

The Commission took under advisement the proposal to audit NCLIS information systems.

Leave Transfer Program

Chairperson Simon reported that leave a sharing/leave bank program for federal employees began in 1988 under Public Law 100-566. Participation in the program is strictly voluntary, and agencies may not coerce employees to participate or refrain from participation. The program is designed to help employees who are experiencing a medical or family emergency and who have exhausted all of their available leave. They can receive donations of annual leave from fellow employees to help ease financial hardships that would be caused by being forced to take extended leave without pay or resigning for their jobs.

Because NCLIS is an independent agency, it must be determined if NCLIS participation extends to and from other agencies. The Chairperson will continue working with the Department of Education's Office of General Counsel and the Office of Personnel Management to establish NCLIS procedures for the voluntary leave program.

Reports from Conferences

American Association of Law Libraries -- Commissioner Willard reported on a recent conference in Baltimore, Maryland. He attended two interesting sessions on GPO reform. Commissioner Willard offered to prepare a written report for distribution.

Information Industry Association -- Commissioner Willard attended the annual conference, October 5-7, in San Francisco. Two concepts were woven through almost every session: partnerships and branding. Commissioner Willard offered to prepare a written report for distribution.

Association of Research Libraries -- Jane Williams attended a one-day session on the topic, "Digital Information." ARL is composed of 120 large, almost all university, research libraries in the U.S. and Canada. ARL routinely invites Commission attendance as observers. Information on the meeting is available upon request.

Internet II Applications -- Commissioner Griffiths reported the founding universities have created an Internet II Organization, a not-for-profit corporation for advanced Internet development. This organization was created to work closely with government

agencies and the private sector to develop the next generation of communications networking technologies. Commissioner Griffiths offer to keep Commissioners informed in this area.

Future NCLIS Meetings

It was noted that several Commissioners cannot attend the NCLIS planning meeting in Little Rock, Arkansas, if held on February 12 and 13, 1998, as scheduled. Staff was requested to poll Commissioners to determine if late January would permit better attendance, after clearing possible dates with Commissioner Roberts.

Referring to the draft agenda for the planning meeting (NCLIS meeting notebook, J-1), Commissioner Griffiths asked, "What is the framework of NCLIS? What are the core values? What is it that NCLIS wants to achieve? What is NCLIS about?" She suggested that the planning meeting be built on an agenda that drives the kinds of activities that NCLIS would engage in the future, including relationships with other organizations.

Commissioner Lucchino suggested that the agenda allow time for the new Executive Director's comments and views on NCLIS direction. Commissioner Willard suggested that this could be done in an "around-the-table" discussion the evening before. Additional comments on the draft agenda were requested by staff.

Commissioners agreed with Commissioner Willard's advice to hire a professional facilitator for the planning meeting. Several people were suggested for consideration.

Chairperson Simon suggested, and the Commissioners agreed, that the Commission accept the invitation to meet at the Linda Hall Library in Kansas City, Missouri, April 7-8, 1998.

The final meeting in FY 1998 will be held June 25-26 in connection with the American Library Association (June 25-July 2), Washington, DC. At Commissioner Abramson's suggestion, staff will attempt to arrange for a meeting and open hearing at the Gallaudet College Library. The Commisioners expressed interest in hearing testimony from hearing-impaired, physically impaired, and visually impaired individuals on access to library and information services.

Commissioner Lucchino stated that an NCLIS hearing for the physically impaired provides an excellent example of NCLIS leadership assertion. In this way, NCLIS can provide policy advice to the President and the Congress. The President and the Congress, in turn, can be very proud of the advice and work of the National Commission.

Commissioner Lucchino suggested that the September 1998 NCLIS/National Museum Services Board meeting be held outside of the Washington, DC area, perhaps on

the West Coast. Chairperson Simon offered to discuss this request with Commissioner Frankel.

Libraries for the Future

The proposal for partnership from Libraries for the Future will be tabled for consideration until the new Executive Director comes on board.

Commissioner Comments

As a private citizen and constituent, Vice Chair Gould expressed her concern over USIA Libraries closing and the American Library Association Fellows Program being discontinued. She suggested these programs be revitalized and that this may fall within NCLIS policy recommendation. Chairperson Simon suggested consultant Woody Horton include USIA libraries in developing the international programs baseline.

For the record, Commissioner Abramson stated that he is opposed to executive sessions which are closed to the public.

The meeting was adjourned at 3:00 p.m.

Attachments

I   Draft Statement of Work, *Assessment of Electronic Government Information Products*, 10/29/97

II   *Assessment of and Planning for NCLIS Role in Library Statistics Program, Draft Findings and Recommendations*, October 28, 1997.

III   Report of WHCLIST to NCLIS by Sara Jane Cate, WHCLIST Chair

BLW: 11/18/97

Statement of Work
ASSESSMENT OF ELECTRONIC GOVERNMENT INFORMATION PRODUCTS

DRAFT
01-29-97

1. BACKGROUND

An "Assessment of Electronic Government Information
Products" (hereinafter referred to as the "Assessment") is a
research study being conducted by the U. S. National Commission
on Libraries and Information Science (NCLIS) on behalf of the
Superintendent of Documents, U.S. Government Printing Office
(GPO), pursuant to an Interagency Agreement between NCLIS and
GPO, approved by the Joint Committee on Printing (JCP).

Information gathered from this assessment is to be used by
the Superintendent of Documents to facilitate improved public
access to Federal Government information made available to
Federal depository libraries and the general public through the
Federal Depository Library Program (FDLP). The assessment will
identify medium and format standards that are the most
appropriate for permanent public access, and assess the
cost-effectiveness and usefulness of various alternative medium
and format standards. An additional goal is the identification
and utilization of public and private medium and format standards
that are, or could be used for products throughout their entire
information life cycle, not just at the dissemination or
permanent public access stage.

2. OBJECTIVES

This Statement of Work (SOW) requires the contractor to
undertake research and data collection from Federal agencies in
all three Branches, as well as solicit the opinions of selected
knowledgeable experts. It also requires the contractor to
complete an analysis of the data and opinions for the purpose of
interpreting their general meaning and significance, including
identifying broad emerging trends and patterns, and documenting
findings, conclusions and recommendations in a final deliverable.

More specifically, for a cross-section of government
information products, the goals are to: (1) determine in which
format(s) and medium(s) such products are now produced, using
which standard(s) if any (whether promulgated by official
standards-setting bodies such as ISO, NISO, ANSI or FIPS, or
voluntarily adopted through common agency practice, such as the
use of a software package like PDF or TIFF); and (2) assess
agency future plans for new or changed products, including the
medium(s) and format(s) in which they will be disseminated for
permanent public access, and the use of medium and format
standards.

The Superintendent of Documents will use the results of this
work effort to continue to plan and implement the transition to a
more electronic FDLP. The five major specific objectives of the
SOW are:

First, with respect to electronic publishing practices and
plans of Federal agencies (including ways in which the FDLP
can best accommodate them), the objective is to provide an
analysis of current practices as well as future plans for

creating, disseminating, and providing permanent public
accessibility to electronic information products, and to
identify the standards for software, and electronic mediums
and formats that are used throughout the product's
information life cycle, from creation to archiving, but
especially at the stage of dissemination for permanent
public access;

Second, with respect to <u>cost effectiveness</u> of various
dissemination mediums and formats that are, or could be
utilized, the objective is to gather information on
standards (whether mandated or consensual) that will assist
the FDLP in making near-term decisions regarding the
cost-effectiveness of alternative mediums and formats for
all FDLP participants. This information should also assist
participants in long-term planning for permanent public
accessibility, and the collection and analysis of overall
information life-cycle costs;

Third, with respect to the <u>practical utility</u> of various
electronic mediums and formats to depository libraries and
the public, the objective is to identify <u>preferred standards</u>
used in various mediums and formats that depository
libraries will need to support;

Fourth, with respect to utilizing standards employed in
mediums and formats that can be used <u>throughout all stages</u>
<u>of the information life cycle</u> (including creation,
composition, computer terminal display, encryption, secure
digital signature with non-repudiation and secure
transmission capabilities), electronic dissemination, <u>but</u>
<u>especially permanent public accessibility</u>, the objective is
to assess standards for basic security services in order to
provide for secure and reliable transmission and document
interchange; and

Fifth, with respect to standards that are being developed
and used <u>in the private sector</u>, the objective is to identify
existing and planned standards for the purpose of
determining what the FDLP must do to accommodate their
adoption in terms of hardware/software requirements, staff
and user education and training, and budgetary impacts.

For the purposes of this survey an agency <u>Web site</u> is
considered an <u>electronic service</u>, and one or more products may
reside on the service. Web sites, per se, are not considered
individual Government information products.

3. **KEY TASKS**

The contractor will be provided background materials to
assist in conducting the required work, including a suggested
data collection instrument, examples of completed forms,
selection criteria for finalizing the list of agencies and

products to be surveyed, and additional materials (see Appendix C, separately bound). Working with representatives of NCLIS and GPO, the contractor shall undertake the following specific activities and complete them by the scheduled dates shown in paragraph 4 below. A detailed explanation of each activity appears in Appendix C:

Activity No.	Activity Title
1	Prepare a **Plan of Action**
2	Develop a **Data Collection Plan** identifying preliminary agency and product selections, and a schedule of interviews, focus group meetings and site visits, using Appendix B as a guide
3	Conduct interviews, focus group meetings and site visits; revise preliminary agency and product selections if necessary
4	Pre-test the **Data Collection Instrument** (Appendix A); make changes if necessary
5	Create a **Baseline Inventory Products Data Base** ready to populate with actual data
6	Collect the data from Federal agencies, experts, and literature references
7	Prepare tabulations and summaries based on the populated data base and analysis
8	Recollect and retabulate if/as necessary
9	Prepare a draft **Report** documenting findings, conclusions and recommendations, and provide oral briefings on request; obtain feedback from Government
10	Prepare a final **Report** and submit to the Government

4. DELIVERABLES AND KEY EVENTS SCHEDULE

Deliverables, in terms of their delivery in weeks after the contractor award, are shown below. For each of the deliverables, the contractor shall provide six copies to the Government's Contract Representative.

Deliverable	Weeks After Award	
Government-contractor planning meeting	1	week
Plan of Action approved	2	weeks
Approval of prelim. agency/contact list	3	weeks
Completion of interviews/meetings/ site visits	12	weeks
Approval of Data Collection Plan	12	weeks
Agency data collection instruments transmitted to agencies	13	weeks
Actual data collected	16	weeks
First oral briefing	17	weeks

Tabulations/summaries completed   17 weeks
Recollection and retabulation
    completed   19 weeks
Second oral briefing   19 weeks
Draft Report submitted   20 weeks
Final oral briefing   22 weeks
Final Report submitted   25 weeks

5. COST PROPOSAL (pending contractor selection; not to exceed
    $175,000)

APPENDICES

        A - Draft Data Collection Instrument
        B - Criteria for Product and Agency Selection
        C - Supplementary Resources Package (separately bound)

4

GOVERNMENT INFORMATION PRODUCT ASSESSMENT FORM
(Data Collection Instrument)

/TE: This form is to be completed only for products that are
.ther already in electronic mediums, or for which there are
.ans to migrate them thereto, at the permanent public
:cessibility stage; do not complete for products that will
:main in paper or microform mediums; see accompanying Glossary
)r definitions; complete one questionnaire per product

. GENERAL INFORMATION

1. Agency Name: _____
      Sub-Unit: _____

2. Name of Product: _____

3. Agency Identifying Number: _____

4. Contact Name: _____
      Telephone: _____ E-Mail < _____ >

. CURRENT PROFILE

1. TYPE(S) OF DATA (check all that apply; if more than one
   type, identify primary type with an "X"; otherwise, use
   a check mark to show choices)

   O Bibliographic Data
   O Graphical Data (photos, charts, tables, drawings)
   O Numerical Data
   O Sound
   O Spatial Data (maps, coordinate files)
   O Textual Data (books, serials, reports)
   O Video
   O Other (specify) _____

2. MEDIUM STANDARDS - (check all that apply; if more than
   one medium, identify primary medium with an "X";
   otherwise, use a check mark to show choices)

   Pre-Electronic

   O Paper
   O Microform

   Electronic

   Optical Systems
   O CD-ROM
   O WORM
   O DVD
   O CDR
   O Other (specify) _____

   Bulletin Board Systems (BBS)
   O Graphical Interface/Browser
   O Non-Graphical/Dial-up Shell

World Wide Web (WWW) - Graphical Interface/Browser
o Java Scripts
o Frames
o Tables
o Other (specify) _____

o Non-Graphical/Dial-up Shell

Other Mediums
o Floppy Diskette
o FTP
o Magnetic Tape
o Online Service

Agency mandated medium? O Yes   O No
If not mandated, common agency practice? O Yes   O No
Check here if no medium standard applies _____

3. **FORMAT STANDARDS** - (check all that apply; if more than
    one format, identify primary format with an "X";
    otherwise, use a check mark to show choices)

    o Audio (WAV, AU, AIFF, etc.) specify _____
    o Database (DBF, MDB, etc.) specify _____
    o Image (PDF, TIFF, JPEG, GIF, etc.) specify _____
    o Spreadsheet (XLS, WK, etc.) specify _____
    o Tagged Markup (HTML, XML, SGML, etc.) specify _____
    o Text (ASCII, ANSI, etc.) specify _____
    o Video (MOV, MPEG, AVI, etc.) specify _____
    o Word Processing (WP, DOC, etc.) specify _____
    o Other (specify) _____

Agency mandated format?   O Yes   O No
If not mandated, common agency practice? O Yes   O No
Check here if no format standard applies _____

4. **SEARCHABILITY** - check all that apply:

    This product is:

    o included as part of a full-text searchable database
       available through an electronic information service
    o Included as part of a full-text searchable database
       available through an electronic information service
       that allows users to perform field searches to
       help make their searches more focused

       If either of the above, specify if searchability:
              o by your agency
              o by another agency
              o by commercial provider
    o available as a single file &/or several files that
       comprise a distinct product that is full-text
       searchable (specify) _____
    o available as "view only" - the product cannot be
       searched at all
    o other (specify) _____
       _____

5. **RETRIEVABILITY - check only one:**

This product and any associated software:

O   can be downloaded, saved, and is not subject to any restriction on use or re-use by the end user
O   cannot be downloaded, saved, and/or re-used because it is part of a database and does not exist as a distinct product
O   cannot be downloaded, saved, and/or re-used because it requires proprietary software intrinsic to the product content and that is not freely distributable
O   other (specify) _____

PLANNED PROFILE

1. Will this product be continued? O Yes   O No
   If no, skip to section D below

2. **TYPE(S) OF DATA**

   O   same as existing type(s) of data; no changes planned
   O   retain existing type(s), & add one or more new types
   O   change existing type(s) to new type(s) (specify)
   _____

3. **MEDIUM STANDARDS**

   O   same as existing medium(s); no changes planned
   O   retain existing medium(s), & add one or more new mediums
   O   migrate to (specify) _____
   O   no agency mandated medium applies

4. **FORMAT STANDARDS**

   O   same as existing format(s); no changes planned
   O   change to (specify) _____
   O   no agency mandated format applies

5. **TIMEFRAME**

   This/these change(s) will occur approximately:

   O   in the short term - within one year or less
   O   in the medium term - within two to five years
   O   in the long term - six or more years

   Are your short term plans different from your medium or long term plans? O Yes   O No
   If yes, specify _____

D.   OTHER INFORMATION

1. Is there a metadata record for this product (e.g. GILS, MARC)? O Yes   O No
   If yes, specify _____

2. Does the agency provide permanent electronic access to this product now? O Yes O No
If yes, specify how _____

If not, do you plan to in the future? O Yes O No

3. Is this product scheduled for permanent retention by NARA? O Yes O No
If format different, specify _____

4. Does the agency ensure authenticity (official status determination) for this product? O Yes O No
If yes, how (e.g. is authenticity indicated on the product)?

_____
_____

5. Are there plans for refreshing the product? O Yes O No
If yes, specify _____

_____

6. Is a user fee charged for this product? O Yes O No
If yes, cite statute, agency reg., etc._____

_____

7. Has the agency licensed commercial search and retrieval software for use with this product? O Yes O No
If yes, does the agency's license cover use by (check all that apply):

    O Agency personnel
    O Agency's primary target constituencies
    O Federal Depository Libraries
    O All Libraries
    O Public users
    O Other _____

8. Is this product in the public domain? O Yes O No
If no, has the agency entered into an exclusive arrangement with the private sector that would limit use or re-use of this information (please briefly explain the arrangement):

_____
_____
_____

E. **COMMENTS**

If you wish to comment on matters you believe are not otherwise adequately covered above, or amplify or clarify a response, do so here. Please key to corresponding question.

_____
_____
_____
_____
_____
_____
_____
_____

CRITERIA FOR PRODUCT AND AGENCY SELECTION

1. Product Selection Criteria

The following six criteria are suggested for use by agencies in selecting a cross-section of their products to be included in the survey. Agencies are encouraged to pick a representative sample of their products, as large as is feasible, that illustrates the following trends:

o increased electronic product dissemination, rather than continuation of paper and microform dissemination;

o replacement of older electronic mediums and formats with state-of-the-art electronic technologies;

o greater utilization of both mandated (government or private sector adopted) and consensual (common agency practice) medium and format standards;

o greater utilization of preferred mediums and formats that have widespread support from agency, depository library and user communities;

o greater utilization of cost-effective mediums and standards, especially those than can be utilized throughout the entire information life cycle, rather than the adoption of expensive customized or shelf packages, even though the latter may have more versatile features and functionalities (i.e. "nice to have" but not essential); and

o increased awareness of the importance of product medium and format decisions to permanent accessibility, authentication, encryption, security, and related objectives of this survey; in this regard, agencies should pick products that exemplify increased attention to these considerations.

Agencies should also endeavor to include all, or most of their products which are of the greatest interest to depository libraries and end user constituencies, as reflected by feedback from their public affairs offices, agency libraries, depository libraries, user groups, and similar channels and sources.

2. Contractor Role and Procedure

First, the contractor should meet and work "face-to-face" with the agencies in explaining the objectives of the survey, and interpreting the foregoing criteria. The agencies should be asked to nominate a specific list of their candidate products to be included in the survey.

Next, the Government's representatives and the contractor
will review the preliminary list of product nominees and make
suggestions for changes, in order to ensure that the above
criteria have been taken into account to the fullest extent.

A final list of products will be prepared and approved by
the Government, and authorization given to the agency to proceed.

Larger agencies may have more resources to devote to the
data collection than smaller ones, and therefore be in a position
to include more products in the survey. On the other hand,
smaller agencies may have greater incentive to include a broader
cross-section of their products than larger agencies.

3. Agency selection criteria

Here is a preliminary list of Federal entities that create
and disseminate many of the most important Government information
products, or are contact points that are aware of the existence
and availability of such products, and how to access them.
Products from all three Branches must be selected. Additional
agency recommendations may be made later by the contractor or the
Government.

    a. The Executive Branch

        o Office of Management and Budget

        o Department of Agriculture: National Agricultural
           Library (including Information Centers), Economic
           Research Service, and National Agricultural
           Statistical Service.

        o Department of Commerce: Bureau of the Census,
           National Institute of Standards and Technology,
           National Telecommunications and Information
           Administration, STAT-USA, National Oceanic and
           Atmospheric Administration, Bureau of Economic
           Analysis

        o Department of Defense: Defense Technical
           Information Center, Defense Logistics Agency

        o Department of Education: National Library of
           Education, National Center for Education Statistics.

        o Department of Health and Human Services: Food and
           Drug Administration, National Library of Medicine,
           Social Security Administration

        o Department of the Interior: U.S. Geological Survey

        o Department of State: Public Information Office,
           AID, USIA, Peace Corps

o   Department of Labor: Bureau of Labor Statistics

o   Department of Justice: NCJRS

o   Department of Treasury: IRS

o   Department of Transportation: Federal Highway
    Administration

o   National Aeronautics and Space Administration:
    Office of Scientific and Technical Information
    and Scientific and Technical Library

o   Environmental Protection Agency: Office of Education
    Programs

o   Department of Energy: Office of Scientific and
    Technical Information

o   Smithsonian Institution:

o   National Archives and Records Administration, Office
    of the Federal Register, Electronic Records Center

o   Office of Personnel Management

b.   The Legislative Branch

o   United States Congress, Joint Committee on Printing,
    Joint Economic Committee, Legislative Information
    Systems Advisory Committee

o   The Library of Congress, National Library Service
    for the Blind and Physically Handicapped, Cataloging
    Distribution Service, Law Library, National Digital
    Library

c.   The Judicial Branch

o   Administrative Office of the U.S. Courts

SUPPLEMENTARY RESOURCES PACKAGE
(separately bound because of volume of documents, includes glossary, bibliography and additional materials)

Table of Contents

1. Glossary of Terms, Abbreviations and Acronyms

2. Reference Sources

3. Analytical Framework (Key Questions, Concerns, Issues)

4. Contractor Activity Descriptions

5. CIO Council Members (current list)

6. FLICC Membership (current list)

7. Title, Chapter 19, Depository Library Program, U.S. Code

8. NCI News Release, NCLIS and GPO Sign Agreement for Study of State for Government Information, January 13, 1997

    NC Resolution to Proceed with a Study Which will Facilitate Improved Public Access to Government Information, July 1996

10. Se Committee on Rules and Administration, Hearing on Public Access to Government Information in the 21st Century, Written Testimony to Jeanne Hurley Simon, Chairperson, NCLIS, July 1996

11. GPO Years of Keeping America Informed, Federal Depository Library, March, 1995

12. OMB Circular A-119, Federal Participation in the Development and of Voluntary Standards

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Assessment of and Planning for NCLIS Role in Library Statistics Program

Draft
Findings and Recommendations
October 28, 1997

Presentation by
Howard Harris

Background

- **Ten year anniversary of the LSP**

- **May, 1997 departure of NCLIS Executive Director**

- **Sept., 1997 retirement of the LSP coordinator**

- **Oct 1, 1997 new operating agreement with NCES**

- **Recent NCES agreement with an outside contractor for expanded technical and logistical support**

- **Need to develop a new basis for memorandum of understanding to govern the NCES/NCLIS reltionship for the Library Statistics Program**

Background

- **Ongoing and growing need for measures of both traditional and digital types of library services,**

- **Passage of the Library Services and Technology Act and the establishment of the Institute for Museum and Library Services,**

- **Passage of the Government Performance and Results Act,**

- **FCC Ruling regarding eligibility of libraries and schools to receive discounted rates for telecommunications services, and**

- **National Science Foundation research and development program on Digital Libraries**

Methodology

- Baseline of Experience

- Review of Printed Material

- Interviews

- Observation of Advisory Group Meetings

- Observation of Library Policy Forum

Roles of NCES and NCLIS

- **<u>For NCES</u>: Section 406 of the General Education Provisions Act 20 U.S.C 1221e-1, provides for the collecting and disseminating statistical information on libraries, collecting data from libraries, developing and supporting a cooperative system of annual data collection for public libraries, academic libraries, State library agencies, library cooperatives, and obtaining data librarians, school libraries, and their resources through the Schools and Staffing Survey (SASS).**

Roles of NCES and NCLIS

- **<u>For NCLIS</u>:** P.L. 91-345 (July 20, 1970) which states that the Commission shall "...conduct studies, surveys, and analyses of the library and information needs of the nation...and appraise the adequacies and deficiencies of current library and information resources and services...[and] contract with Federal agencies and other public agencies to carry out any of its functions. " The legislative basis for cooperation between NCES and NCLIS appears in NCLIS' statutory mandate requiring that, "heads of all Federal agencies are, to the extent not prohibited by law, directed to cooperate with the Commission in carrying out the purposes of this Act."

Present Situation: Six Surveys and Advisory Groups

- **Academic Library Survey via the IPEDS data collection every other year,**

- **Federal Libraries and Information Centers Survey every five years,**

- **Library Cooperatives Survey every five years,**

- **Public Library Survey, popularly known as the Federal-State Cooperative System (FSCS) each year,**

- **School Library and Media Center Survey every five years,**

- **State Library Agencies Survey each year.**

Present Situation: Continued

- **NCLIS serves as a liaison to the library community, coordinates the advisory process for LSP surveys, organizes meetings and training workshops, organizes training and technical assistance, monitors trends, and advises NCES on policy matters.**

- **NCES and the Bureau of the Census work cooperatively on data collection, processing, and dissemination aspects of the library surveys.**

- **A newly appointed NCES Contractor will work with NCES to provide specified types of technical and logistical support related both to data collection, processing, and dissemination aspects of the library surveys, and the support of the advisory group process.**

LSP Significance for NCLIS

NCLIS:

- **provides an important translation and interface function between the library field and NCES,**

- **gives credibility to and gains credibility from the LSP,**

- **plays the type of policy role for which its mission provides by maintaining a close working relationship with various interests and sectors of the library and information science fields, including academic libraries, federal libraries, library cooperatives, public libraries, school library and media centers, and state libraries,**

- **gets to acquire and contribute its knowledge of the library and information services field on practical problems of data collection and measurement of library services,**

LSP Significance for NCLIS

- gains insights into the nature of technological and organizational change underway in various types of libraries as advisory groups consider what electronic resources and services need to be measured,

- assists NCES in building a data platform focused on the operational aspect of data gathering, basic data analysis, and reporting consisting of various universe files for academic libraries, federal libraries, library cooperatives, public libraries, school library and media centers, and state libraries; this platform provides the basis for research, for survey work and for policy oriented studies such as NCLIS' two successive Internet and Public Libraries surveys,

Overall Assessment

- A vital, valuable, and valued program for NCLIS which is now ready for enhancement and investment by NCLIS

Directions for NCLIS LSP

- **Continuing coordination role for advisory process to LSP,**

- **Making operational improvements to LSP**

- **Working to improve the quality of data, data collection, and data use,**

Directions for NCLIS LSP

- **Institutionalizing previous efforts made by NCLIS to conduct specialized surveys and policy oriented research,**

- **Developing the capability for identifying present and future trends which now or in the future will have bearing on the library and information services environment,**

- **Creating filtering mechanisms to assist in identifying high priority areas for near term investigation.**

LSP Coordination

- Change the advisory group structure to provide for a single LSP advisory group with members from each type of library surveyed and proportionately greater representation for those types of libraries surveyed annually.

- Focus on the needs, purposes, and the uses of data to be gathered and that individual task forces composed of its members and others with specialized knowledge take responsibility for proposing data definitions for the Advisory Group's consideration.

- Add to the library expertise of the existing advisory group, outside individuals with expertise from the electronic publishing, information services, computer, communications, and/or digital library communities.

Operational Matters

- **Streamline the process from data collection to data reporting.**

- **Conduct trial or pilot collection for new data items.**

- **Develop strategy for annual survey across types of libraries.**

- **Separate policy oriented concerns from technical work of the advisory groups.**

- **Improve time management and work structure.**

- **Seek continuity in staff representation at advisory group meetings,**

- **Seek better understanding of the roles of various NCES, Census, contractor functions and staffing.**

Improve Data and Data Use

- **Assist in maintaining NCES initiated Data Dictionary and User Manual,**

- **Coordinate LSP activity with U.S. national library standards regarding library statistics,**

- **Incorporate Library Policy Forum as first element in training those involved in soliciting survey data (e.g. state coordinators),**

- **Conduct more traditional training workshop following Library Policy Forum meeting,**

- **Plan and conduct annually an informative and educational session at a library association conference,**

- **Implement award program for exemplary uses of data.**

Institutionalizing Surveys and Research Component

- **Build on NCLIS Internet studies precedent,**

- **Budget NCLIS funds annually toward such projects,**

- **Seek programmatic and funding partners,**

- **Investigate topics such as Universal Service discounts for libraries (E-rate), network as opposed to institutional framework for library and information services, virtual schools, virtual universities, virtual libraries, impact of traditional and technologically based library services on individuals and on economic performance, international comparison of impact of technologically based library and information services. . .**

Looking Ahead and Aside

- Use Library Policy Forum to look ahead (outside the box),

- Use Library Policy Forum to look aside at trends or issues in the present that warrant action (e.g. library role in learning of children from birth to 2 years old),

- Develop contacts with projects bearing on library and information service (e.g. NSF Digital Libraries Program, CNI Network Assessment Project, etc.),

- Take into account activity underway in other federal agencies (NCES, OERI, FCC, IMLS, NSF, Universal Service Administrator for Library and School Discounts),

- Take into account the views of citizens and experts in library and information services.

Filtering Priorities for Investigation

- **Use the recommended LSP Survey Advisory Group as one source of filtering,**

- **Invite the creation of a Federal Interagency Library Group to share information, identify separate and mutual priorities for study, possibly collaborate on individual projects as agreeable,**

- **Establish a Citizen/Expert Advisory Group to provide perspective from outside the federal sector and outside the operational perspective of library and information services.**

Proposed Types and Sources of Program Investment

- ## **Proposed for NCES Consideration**

  LSP Coordinator

  Technical Assistant

  Travel Budget

  Training (11 to 18 teams from states)

  State and Local Training Programs

  Technical Assistance

  Equipment and Supplies

  NCLIS Overhead

  Total Estimated Budget   **$220,000**

Proposed Types and Sources of Program Investment

- ## **Proposed for NCLIS Consideration**

  ### Special Surveys and Research

  ### Awards for Exemplary Administrative and
  ### Research Uses of Data

  ### Meetings of Interagency Library Group

  ### Meetings of Citizen/Expert AdvisoryGroup

  ## Total Estimated Budget $190,000

Questions, Comments, Discussion

Report of WHCLIST to
NCLIS
October 28-29, 1997

WHCLIST is entering a new era of library advocacy! There was a pervasive air of excitement and of determination at our Annual Meeting which was held in Little Rock, Arkansas, August 7-10.

At the meeting a significant amount of time was spent on a reexamination of our Mission Statement, our Background Statement and our Goals and Strategies. The opening Plenary Session featured a panel which discussed our history, our mission, our accomplishments (with specific information on the continuing value of our Legislative Hotline, developed by our Legislation Committee) and, possible positive changes which we could make as we move forward.

Organized discussion over the course of the Annual Meeting resulted in some major decisions. One VERY IMPORTANT decision made was to retain our name, for it was created by resolutions of the 1979 White House Conference.
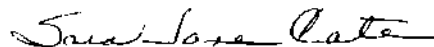
Some changes were made to our Mission Statement, our Background Statement and to our Goals and Strategies primarily as they relate to looking toward the next White House Conference. It was agreed that the next National Library Forum, may not recreate the format of previous White House Conferences.

We will work with library patrons to identify and discuss key issues in library and information services. We will collaborate, as appropriate, with other national library organizations (such as ALA, ALTA, LFF, etc) working together as advocates to insure the best possible library services for all of America and its territories.

We will continue to utilize the very successful Legislative Hotline.

We passed an action resolution calling for Congress and the Administration to reverse the action in HR 2105, the Balanced Budget Act of 1997, which tapped the Universal Service Fund to balance the Federal budget in the years 2001 and 2002. Copies of this resolution were sent to the appropriate officials.

For the first time in our history, two Chairs were elected to lead WHCLIST. Carmine Trotta and I are very pleased to be serving as the Chairs as WHCLIST moves forward with renewed enthusiasm to continue our unique advocacy for all kinds of libraries.

Sara Jane Cate, Chair
WHCLIST

October 27, 1997
sjc